## **eZ-Audit**Workforce Alignment Timeline

Critical Leadership Meetings

Key Employee Discussions

Briefing Materials and HR paperwork

Job Shadowing

Contract Revision Work **October November December January February** March Draft new Statement of Work for DRCC contract Job Shadowing may include: Develop Briefing Materials for meeting w/Victoria Assistance with Training Meet with Contracts to discuss Development contract revision strategy Assistance with "To Be" process definition Revise DRCC contract Assistance with Communications Meet with Victoria to review staffing plan Etc. Meet with Calvin to discuss HR process Begin eZ-Meet with Audit Team Meet with Detail Managers to Job Job employees to Meetings to discuss opportunities and gain Shadowing Shadowing discuss initiate team buy-in/approval Detail development opportunities Employee Develop Job checkpoint to Shadow Plan evaluate Develop Detail training paperwork needs and "right fit" Develop PD Revisions

6/30/2003